

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Honoring California's Veterans



**Classification:** Associate Information Systems Analyst (Spec) Salary \$4619 - \$5897  
Will also consider  
Assistant Information Systems Analyst (Spec) Salary \$3106 - \$4903  
Permanent, Full Time

**Location:** Department of Veterans Affairs  
Information Services Division  
1227 O Street  
Sacramento, CA 95814

**Who Should Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at [www.cdva.ca.gov](http://www.cdva.ca.gov). You may also view other examinations offered by the State Personnel Board at [www.spb.ca.gov](http://www.spb.ca.gov).

*The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".*

## Duties and Responsibilities:

Under the general supervision of the Senior Information Systems Analyst Supervisor, performs specific duties in the policy and Administrative Support Section of the Information Services Division (ISD).

- Procure IT hardware and software for the department. Develop bid solicitations; prepare Intra Office Requisition Forms; research vendors and track status of purchases. Enter all procurement information in the Track-It system.
- Develop and manage Information Technology (IT) contracts that include preparation and administration of requests for proposals, bid solicitation, interagency agreements, purchase estimates and other contract related documents and forms.
- Develop feasibility studies, special project reports, budget change concepts and budget change proposals. Work with control agencies on IT projects.
- Develop and maintain personnel related documents for IT which includes Request for Personnel Action (M-80), Request for Freeze Exemption, duty statements, organizational charts, job announcements and advertisements.
- Develop and maintain IT policies and route to executive staff for approval.
- Other projects and related duties as appropriate.

**How to Apply:** Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 "O" Street, Room 404  
Sacramento, CA 95814

**Attn: Jacquie Ruiz, Ref: M80#024G 08/09**

## Inquiries:

Voice: (916) 653-2535  
TDD: (916) 653-1966

**Note:** In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 024G 08/09.. Failure to do so could result in being rejected from the interview process.

**Final Filing Date: Until Filled**